

## E-Quotes User Guide





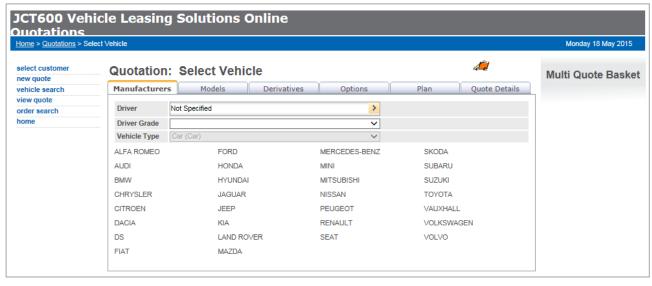
Once you have logged in with your unique username and password (supplied separately) you are presented with the landing page to our quotation system.

Click on the 'Quotations' link on the left hand side of the screen.

This will then take you to a secondary menu containing the following links detailed below.

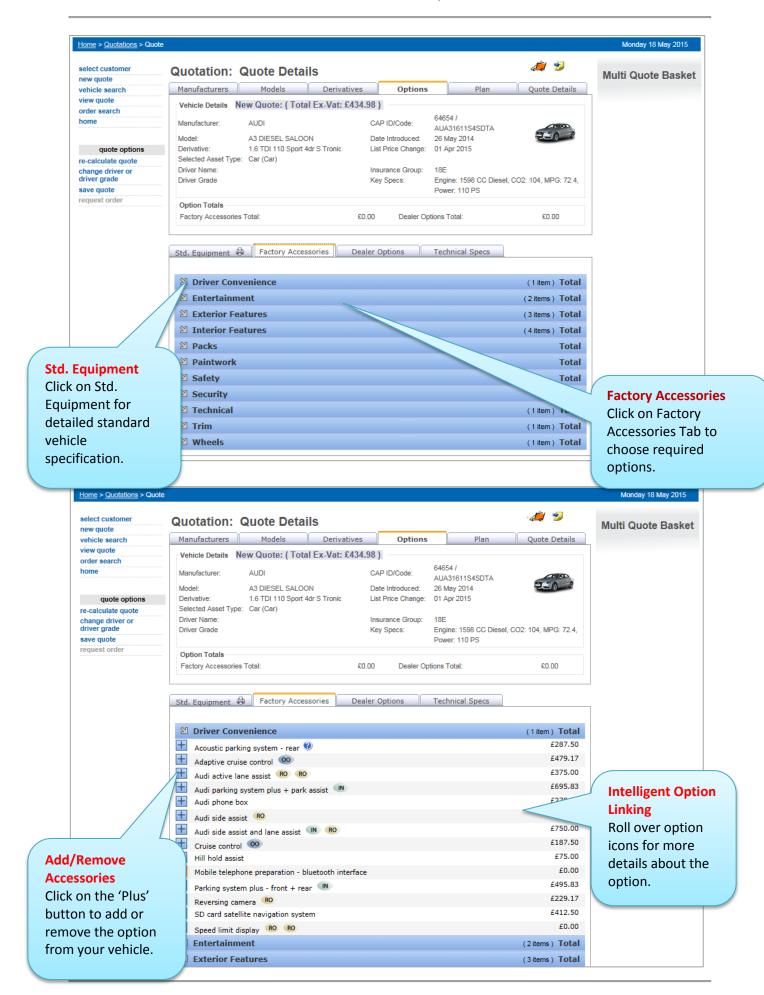


## **NEW QUOTE**



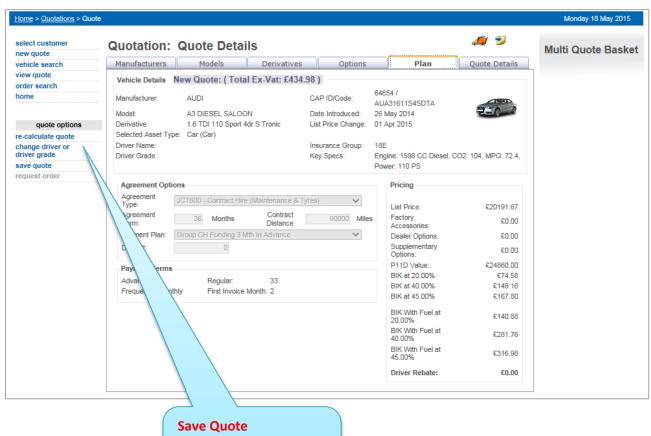
- 1. Click on the menu option of New Quote.
- 2. Click on Manufacturer.
- 3. Click on Model
- 4. Click on Derivative.
- 5. This will display the options page.







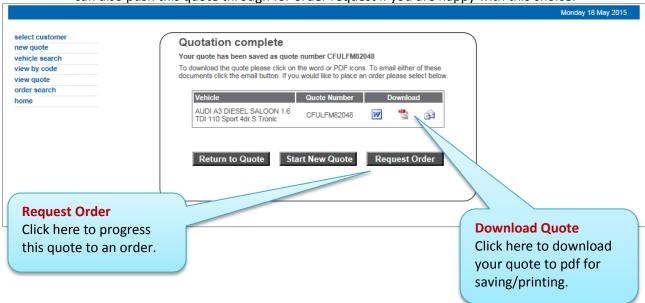
- **6.** If you select options that exceed your rental limit a warning message will be displayed.
- 7. Click on the Technical Specs Tab for full technical details of the vehicle.
- 8. Click on the Plan Tab to view financial details and benefit in kind taxation implications of chosen vehicle.
- 9. From the plan page click on Save Quote (left hand menu) if you wish to request an order on this vehicle or wish to return to it at a later date.



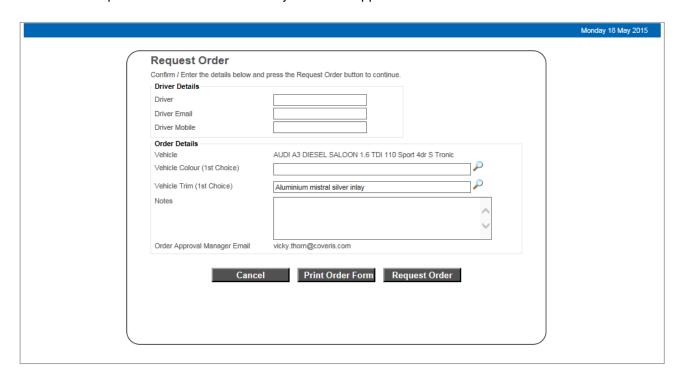
Click on the save quote button to save this quote to your basket.



10. On the quotation complete screen you can download the pdf quote to save and/or print. You can also push this quote through for order request if you are happy with this choice.

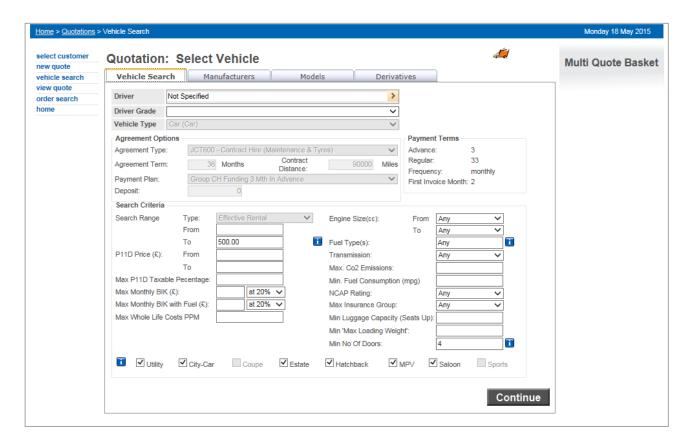


11. Complete your first and second colour and trim choice, type any applicable notes in the notes field and then click the Request Order button. This will notify your fleet manager of your request to order this vehicle subject to final approval.





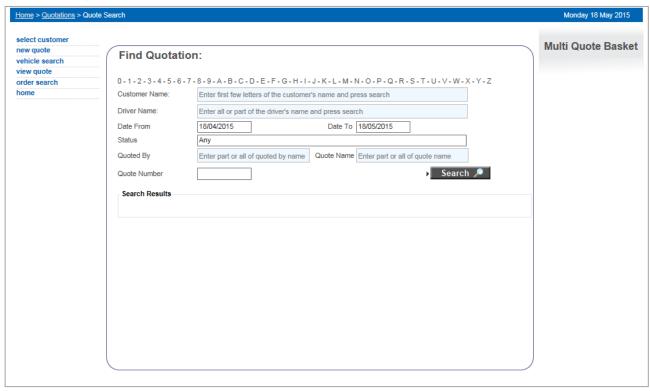
## **VEHICLE SEARCH**



- 1. Click on the menu option of Vehicle Search.
- 2. Select filters on this screen as required and then click the Continue button.
- 3. Tick the Manufacturers you wish to include in your search and then click the Continue button. You can select any number of Manufacturers.
- 4. Tick the Models you wish to include in your search and then click the Continue button. You can select any number of Models.
- 5. A list of vehicles that meet your search requirements will be returned. If required click the Excel link to export all of the vehicles into the spread sheet.
- 6. To progress to an order request click on the derivative of your choice and follow New Quote instructions from point 7.



## **VIEW QUOTE**



- 1. Click on the menu option View Quote.
- 2. Select date from and to.
- 3. Click in the Status Box and then tick the relevant status you wish to retrieve.
- 4. After completing your parameters click on the Search button to view a list of quotes.
- 5. From this list you can re-print a quote by clicking on the Print Quote icon or you can return to a quote by clicking on the Quote Name.